

Funzone Ltd  
Company No: 5581648

## **Mobile phone and camera Policy**

### **Aim**

Whilst we recognise that mobile phones are part of life for everybody nowadays, we at Funzone have a duty to protect the children in our care. For this reason we have to ensure the use of mobile phones and cameras is monitored at Funzone.

### **Methods**

The use of 'mobile phones and cameras' includes all hand held devices capable of photographic imagery. Images may be distributed via print, DVD, the internet or other technologies. Photographic imagery is integral to the recording of observations and celebrations of achievements and it is not the intention of this procedure to prevent the use of mobile phones and cameras in Funzone settings.

This procedure aims to ensure that there are clear guidelines in place which safeguard children, protect the rights of the individual, and provide staff with clear guidelines to follow ensuring;

- Images are only used for the purpose intended
- Individual rights are respected and child protection issues considered
- Safe storage of setting's phones cameras, images and memory cards
- Personal phones and cameras are securely stored and used appropriately
- Personal family photography is allowed where possible
- Parents/carers are given the right to opt out

### **1. Safeguarding Children**

- The welfare and protection of our children is paramount and consideration will always be given to whether the use of photography will place our children at risk
- Consent is always obtained
- Additional consideration will be given to photographing vulnerable children
- The setting will not use the personal details or the full name of any child in a photographic image on its website or in any other printed material without consent.

### **2 Data Protection**

We register the Information Commissioner's Office (ICO) every year and comply with the requirements of the register as 'data controllers' when processing personal information including images.

### **3 Parental Consent**

When parents register their child into Funzone, parents/carers are asked to complete a consent statement, indicating their agreement or objection regarding the use of images of their child.

The parent will be asked to confirm in writing if they no longer wish images of their child to be used for any reason.

Parents will be advised in advance if, for publicity purposes their child is likely to appear in the press.

#### **4. Images are only used for the purpose intended**

Photographs and video images are used for setting's purposes, which are celebrating children's achievements through activities and displays and for evidence ie; of children's development. They will only be taken on company phones, cameras or other mobile device.

#### **Staff ensure that;**

- They always use the settings equipment for taking images
- They will never photograph children in a state of undress eg; whilst changing
- They will report any concerns about inappropriate or intrusive photographs found to the DSL, following our safeguarding procedure
- Images must never be shared without the consent of the the parents/carers
- Risk assess use of images to include displays
- Risk assess the sharing of images with parents/carers/other agencies

#### **5. Parental Photography**

Parents/carers will ensure that they respect the settings decision to prohibit photography of certain children or a particular event and that all images are taken for personal use only.

#### **6. The use of mobile devices by children**

Children are not permitted to use personal equipment in the setting for the purpose of taking photographs, unless being used for a learning resource.

The only exception will be on a setting trip or visit where photographs may be used for personal use by children **BUT NEVER** in any respect used to bully or intimidate.

Children over 8 will be allowed to use their mobile phones in our setting, in an area away from younger children and where they can be monitored by staff. They may check texts/make urgent calls or listen to music on their phones. **Mobile devices are not allowed in dens or in the toilets**

#### **7. Safe Storage of Setting's images, phones, cameras and memory cards**

Images should be stored securely and password protected when possible

Images should be destroyed or deleted once they are no longer required for the purposes for which they are taken

Setting's phones, cameras and or/memory cards should be stored securely at the end of the session.

We will have photographs developed by a reputable agency, and we will obtain their own policies regarding this matter for our own knowledge.

#### **8. Personal Mobile Phones and cameras are stored and used appropriately**

Personal phones and cameras should be stored securely away from the children (this applies to staff, parents and visitors). At Funzone this will be in the staff members bag unless they have permission to have it out for a specific reason. Staff must make sure that their friends and family know the number of the club mobile phone if they may need to be contacted. If there is a specific need for a member of staff to have their

phone switched on, this will be visible to all staff (ie; on the desk with the club register).

The Funzone owner may use her own phone in case another setting needs to contact her urgently. However she must keep this out of site, or stored on the setting desk. She must consider the use of the phone when it is not for emergencies.

Each club has their own mobile or landline phone for contacting parents and other clubs.

Parents will not be allowed into the club whilst they are using a mobile phone, they will be asked to wait outside the club door. Visitors will be made aware that they cannot use their own mobile phones whilst on site at Funzone.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the club manager immediately.

This policy was reviewed on 2<sup>nd</sup> September 2024

Signed: